

Thursday, 15 May 2025

Take Control of Teams and SharePoint with Effective Governance and Security

7:00am PDT
9:00am CDT
10:00am EDT

15:00 GMT
16:00 CEST
7:30pm IST



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Improve data security and governance



Data at risk of misuse if organization has no visibility into their data estate

1

User falls prey to phishing attack, compromises user credentials



Data compromise by external threat



2

User copies file to a USB, then uploads to a personal Dropbox



Data theft by malicious insider



3

User inadvertently shares the file copy with a few colleagues



Data exposure by negligent insider



4

Artificial Intelligence use sensitive data to generate content

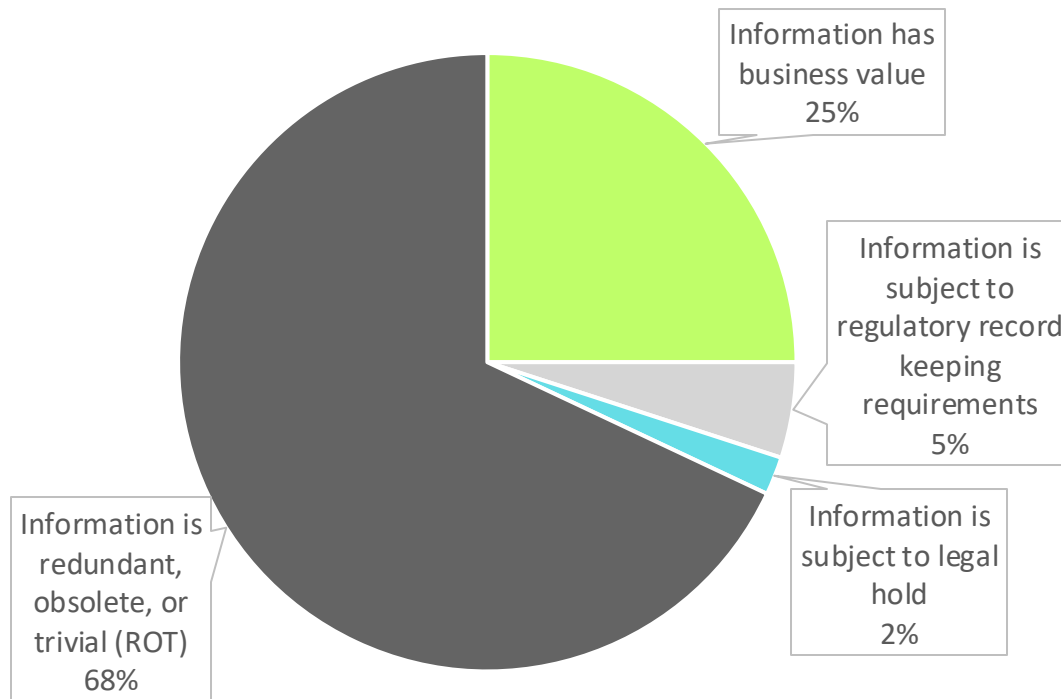


Data exposure by artificial intelligence



Why delete ROT workspaces and data?

Study by Compliance and Governance Oversight Council:



Impact of data hoarding and data obesity:

- Increased storage cost – expected to increase exponentially
- Increased compliance risks – not GDPR compliant due to over-storage of privacy data
- Increased e-discovery costs – large amounts of ROT need to be analyzed
- Increased cyber security risks – more data will be exposed in data breach
- Less effective digital workplace – users drown in ROT when trying to find information
- Copilot relaying on personal information or ROT – exposing PII creates a privacy risk and garbage in/garbage out

Value of Microsoft Purview and SAM

DATA SECURITY POSTURE MANAGEMENT:



Get continuous visibility and control over how sensitive data is handled

SECURITY COPILOT:



Accelerate the detection, investigation, and response to data risks through AI-powered insights

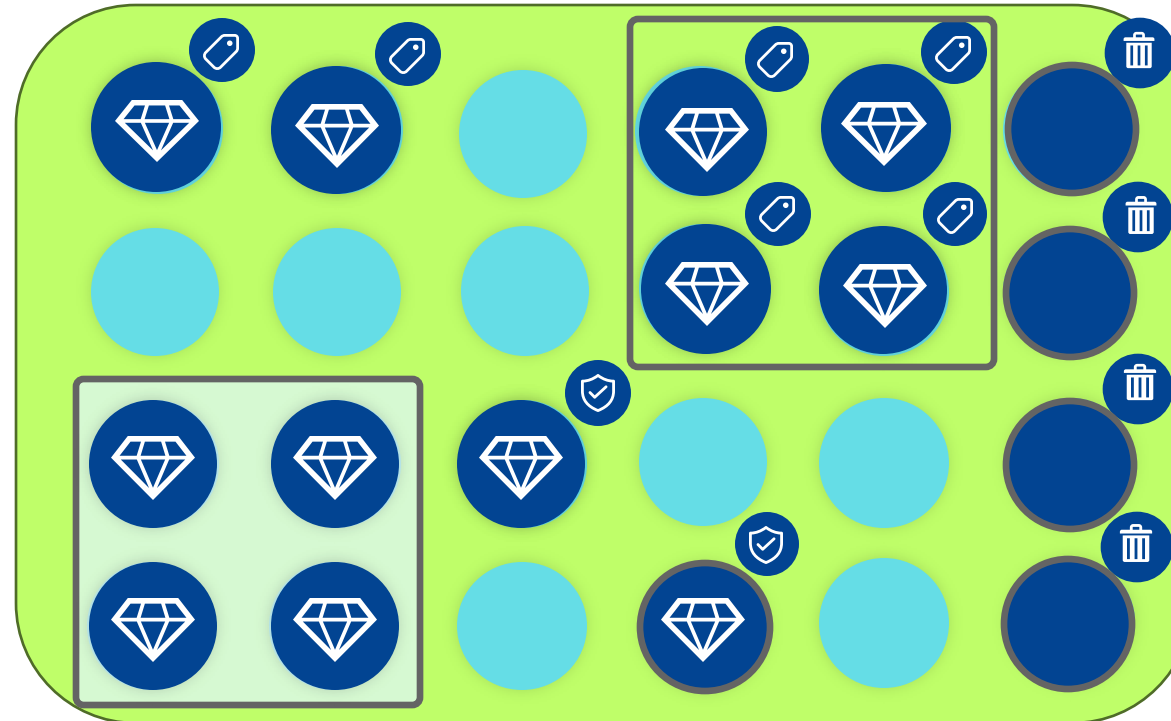
INFORMATION PROTECTION:

Apply sensitivity labels

i-ARM WORKSPACE GOVERNANCE:

Automated controls for Teams/sites

INSIDER RISK MANAGEMENT:



Manage and/or limit access to data
ENTRA & SAM


Create DLP policies
DATA LOSS PREVENTION

Delete obsolete data
DATA LIFECYCLE MANAGEMENT


Detect data theft, data leakage and security violations

DEFENDER FOR CLOUD APPS:


Block access to risky apps


Allow low-risk apps with security controls, e.g., DLP policy stops uploading sensitive data

Microsoft Purview Information Protection

Container labels (example)

Label name	Privacy	Guest users	Managed devices/ unmanaged	Content can be shared with	Private team discoverability	Teams shared channels	Default label that stored files automatically inherit (E5)
Internal with externals	None	Yes	N/A	Everyone in org + new and existing externals	Yes	N/A	Internal
Internal without externals	None	No	N/A	Everyone in org	Yes	Internal	Internal
Confidential with externals	Private	Yes	Unmanaged limited access	Everyone in org + new and existing externals	No	Internal	Confidential
Confidential without externals	Private	No	Managed only	Everyone in org	No	Internal	Confidential

Risks without Workspace Governance.



1 Increased Compliance Risks



2 Oversharing of Sensitive Data



3 Poor User Experience and Search



4 Increased SharePoint Storage Costs

Source: Gartner

780717_C

Gartner

Gartner research on workspace governance



Microsoft 365 provides 11 different types of collaborative workspaces, all of which can be created by the end user through self-service, and eight will provision a SharePoint site in the background.



Organizations experiencing workspace sprawl find that duplicated and redundant content is spread out across their Microsoft 365 tenant, impacting search and increasing the risk of data leakage and oversharing.



The native governance and life cycle management controls required to combat workspace sprawl are limited. Microsoft native features together with add-on (P2) license only deliver 35% of the essential controls every organisation must implement.



Extending native workspace governance and life cycle management controls requires custom development or a third-party solution, 'buy' over 'build your own' is recommended subject to organisation appetite to balance risks (lack of governance) vs added costs to buy add-on solutions.



10 Recommendations for Workspace Governance

Restrict Provisioning of New Workspaces to Specific Users or Groups or Require Pre-Approval

Enforce Workspace Naming Conventions

Create Custom Workspace Templates to support your business scenarios

Send Custom Email or Notification on Workspace Creation ensuring owners understand role responsibilities

Link Workspaces to Information Protection Policies

Enforce Collection of Custom Metadata

Configure Entitlement Packages to Automate Access for New Users and Guests

Provide a Full Workspace Inventory for Reporting and Compliance Checks

Deploy Policies to Recertify Users and Guests

Expire, Archive and Delete Redundant or Inactive Workspaces

Conclusion

To address the risks associated with workspace sprawl, organizations should enhance governance and life cycle management of Microsoft 365 workspaces.

Infotechtion advises adopting a comprehensive strategy, whereby organizations actively manage the creation of new workspaces and apply remediation and life cycle policies to current ones.

“Workspace governance allows end users to establish workspaces and collaborate with peers, all while ensuring organizational control and visibility.”

Control the provisioning of new workspaces

Stand alone Application

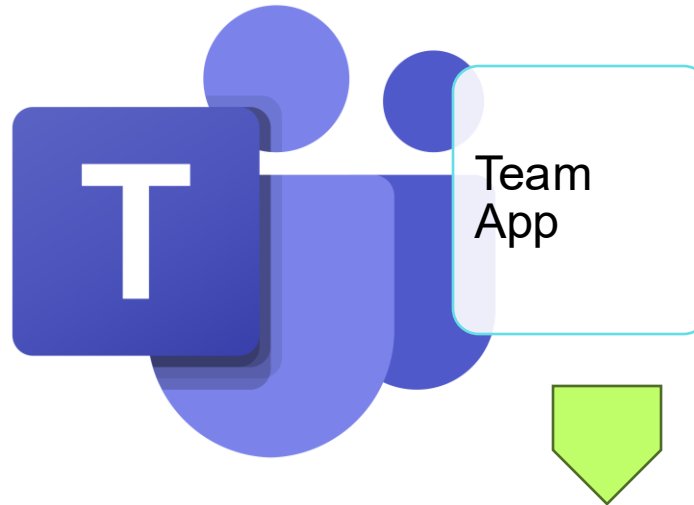


Power
App



- Azure Files
- SharePoint Communication Sites
- Team / Group Sites

M365 Integrated Application



Team
App



- Team / Group Sites

Service Only Mode

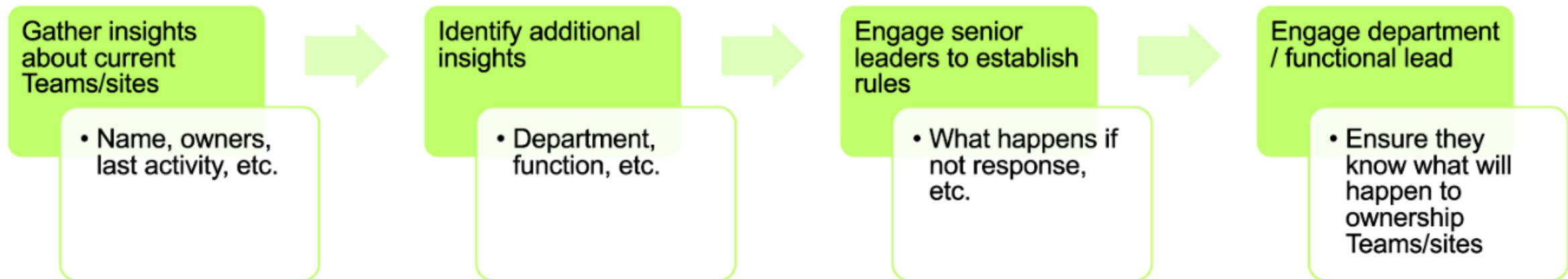
servicenow Webhook



- Azure Files
- SharePoint Communication Sites
- Team / Group Sites

Ensure owners of pre-existing workspaces

Process to establish rules for ownerless Teams/SharePoint sites:



SharePoint Advanced Management (SAM)

Set policy scope

Which site templates do you want to check the ownership status for? *

Classic sites, Communication sites, Group connected sites without teams, Team sites without Microsoft 365 ...

☐ Filter by sensitivity label

☒ Filter by site creation source

SharePoint Home, Teams, SharePoint admin center, PowerShell, PnP

☐ Include sites with retention policies and retention holds

Exclude sites

☐ Exclude specific sites from this policy

Note: Site Ownership Policy is temporarily unavailable for [Copilot licensed organizations](#). Microsoft is working towards enabling this feature at the earliest.

Configure policy

Who should be responsible for each site? * ⓘ

☒ Site owners

☐ Site admins

Minimum owners or admins required for each site *

2

Who should be notified (via email) to assign or claim site responsibility? *

If a site has less than minimum owners or admins, chosen recipients will be notified. It is recommended to ensure at least 3 options are selected to increase likelihood of finding an owner.

☐ Current site owners, if any

☒ Current site admins, if any

☒ Manager of previous site owner or admin ⓘ

☒ Active site members ⓘ

Select maximum number of active site members to be notified

3 *

Which action do you want to take if a site remains ownerless for more than 3 months?

ⓘ Enforcement actions cannot be edited after policy creation

Chosen action will be taken on the site if the recipients do not accept ownership or if there is no one to be notified.

No change in access

Set access to read-only

Users can view site content, but can't edit it.

Classify pre-existing workspaces

- Send workspace form to owners asking for required information
 - Security classification of workspace to set container label and default sensitivity label
 - Business area, function, country, etc. for site property bag
- Gather this information in a workspace index for the next step.
- Review feedback to identify risks, e.g., public workspaces that should be private workspaces to reduce risk of oversharing. If identified, engage workspace owners with recommended mitigations.
- If there is no response to two emails, then follow process and rules agreed with leaders.



Technical retrofit of pre-existing workspaces



Prioritize retrofit of confidential classified workspaces and files over retrofit of internal classified workspaces.



Develop and use scripts to set container label, default label, site property bag values, etc. on pre-existing workspaces.



To alleviate potential issues with throttling, consider contacting Microsoft to see about increasing the throttle limit during the retrofit period if needed.



Create a timeline or process for when and how to run the script. E.g., during nighttime when the busiest regions are not working. Large retrofits take up a lot of tenant resources, and it's important to ensure it does not impact business, including other scripts or flows etc.



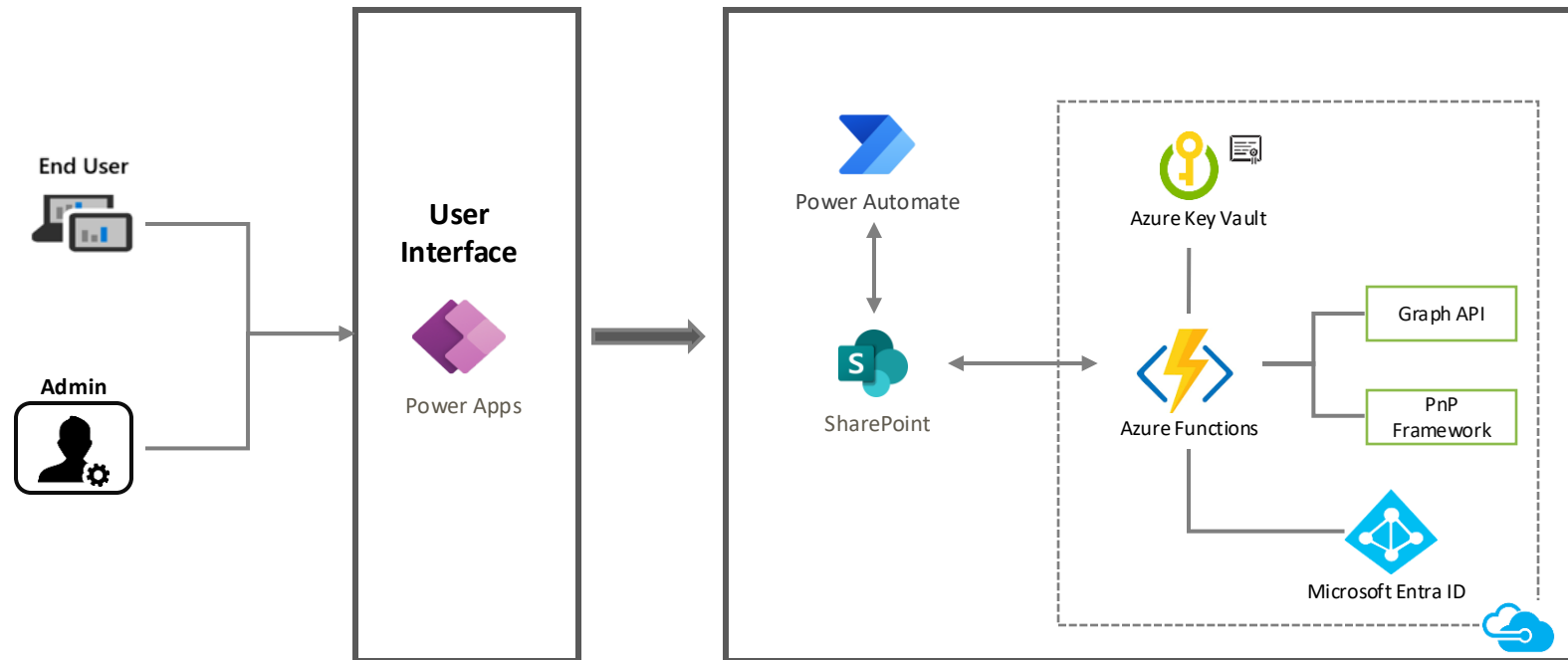
Consider creating a script to set sensitivity label for pre-existing files in confidential workspaces or wait for new functionality from Microsoft that automatically apply sensitivity labels to pre-existing files once a default label is set on a library.

i-ARM Workspace Governance solution

Here's what it provides

- ❖ Intuitive interface designed for easy searching and requesting
- ❖ Interactive screen for initiating requests for new workspaces, with necessary metadata.
- ❖ Duplication and mandatory field check before request submission.
- ❖ Integrated with workflow to control and ensure only approved workspaces are created.
- ❖ The automation engine uses the submitted form to create a Site, MS Teams and adds additional configurations (Owner, Hub, Navigation, Content Types, etc.).
- ❖ Information captured as metadata aids in implementing compliance controls
- ❖ Permission controlled screens.
- ❖ Future ready – Solution is flexible and scalable with ease to introduce new functionality to keep up with the trends of tomorrow.

Architecture



No Use of Premium Connectors



M365 Hub

This requisition process is for the creation of a new SharePoint or Teams site with automated retention. This product is only available for the corporate hub as part of a controlled roll out plan of the STIR project. *(SharePoint and Teams Information Retention Project)*

Councils will continue to request new sites through the service desk

If you work within the corporate hub please begin your request by selecting the appropriate site for your needs below.



Request a teams site

Effortlessly create teams from scratch, templates or existing ones, and manage their setup with ease.



Request a sharepoint site

Effortlessly create sharepoint site from scratch and manage their setup with ease.



Join a team

Easily join existing teams and track request statuses with our comprehensive team management app.



View my requests

Easily track and manage your team creation and joining requests from a centralized view.

Create Team

Intranet

Viva Engage

Activity

Chat

Teams

Calendar

Calls

OneDrive

...

Apps

Create Team

Create Team

About

Infotechtion

New Request

My Requests

Join a team

Type to search

Did not find your team?

Request a team

DV

DV-ProjectHyacinth2

Sensitivity: Private

Lorem ipsum dolor sit amet, consectetur adi...

1

1

1

Last Activity: 31-12-2023

Request Access

GS

GS-LuminaCrestApp4

Sensitivity: Private

Lorem ipsum dolor sit amet, consectetur adi...

1

1

1

Last Activity: 31-12-2023

Request Access

RC

RC-ProjectNaiaid7

Sensitivity: Private

Lorem ipsum dolor sit amet, consectetur adi...

1

1

1

Last Activity: 31-12-2023

Request Access

GS

GS-ProjectRegulus

Sensitivity: Private

Lorem ipsum dolor sit amet, consectetur adi...

1

1

1

Last Activity: 30-12-2023

Request Access

GS

GS-ProjectTauri

Sensitivity: Private

Lorem ipsum dolor sit amet, consectetur adi...

1

1

1

Last Activity: 30-12-2023

Request Access

DV

DV-ProjectExotara4

Sensitivity: Private

Lorem ipsum dolor sit amet, consectetur adi...

1

1

1

Last Activity: 30-12-2023

Request Access

Sort by: Last activity

Page 1 of 124

6,323 Teams

Infotechtion



Create from scratch

We'll help you create a basic team



Create from template

Select from a template



Create from existing teams

Create your team from another team



New Request

My Requests

Team Information

Access Information

Review and Submit

Team Name * ⓘ

unicorn

Group * ⓘ

Development

Department ⓘ

Funding Services

Team Description * ⓘ

This team is required for the new funding project as part of the UK drive.

Will you collaborate with External Users? ⓘ

Yes

Go to start

Check availability

Create Team

Intranet

Viva Engage

Activity

Chat

Teams

Calendar

Calls

OneDrive

...

Apps

Create Team

Create Team

About

Infotechtion

New Request

My Requests

Team Information

Access Information

Review and Submit

Team Name: DV-unicorn

Primary Owner * ⓘ
vivek bhatt

Secondary Owner * ⓘ
Dean Brennan

Members ⓘ
Brian Tuemmler Erika Namnath Molly Brean

Guest ⓘ
Alex Vaughan

Go to start

Back

Continue

[New Request](#)[My Requests](#)

Team Information



Access Information



Review and Submit

Please review the details entered into the form before submission.

Team Name

DV-unicorn

Team Description

This team is required for the new funding project as part of the UK drive.

Congratulation !!!

Your Request has been submitted.You will receive a notification once your team is created.

Visit "My Request" to check the status

[My Request](#)

External Sharing

Yes

HubSite

Guests

Alex Vaughan

[Go to start](#)[Back](#)[Submit](#)



My Requests

View the status of your requests.

Refresh

Workspace Name	WorkSpace Type	Requested on	Status	Owner	Comments
DV-unicorn	Teams	23 Jan 2024	● Request Submitted	vivek bhatt	


Sites and Teams Compliance Dashboard

Sites and Teams

Template
All ▾

Show Teams ☒


Sites Without Files



Sites
485

View Details


Teams Without Owners



Teams
171

View Details


Teams Without Members



Teams
67

View Details

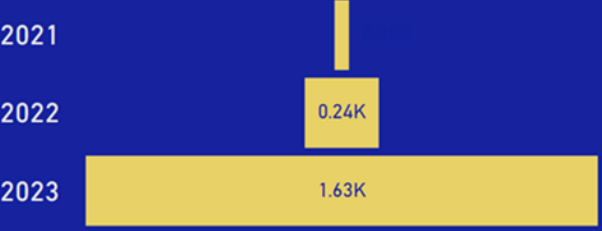
Teams With Guests



Teams
478

View Details


Teams Last Activity



Year	Activity
2021	0.24K
2022	1.63K
2023	1.63K

View Details

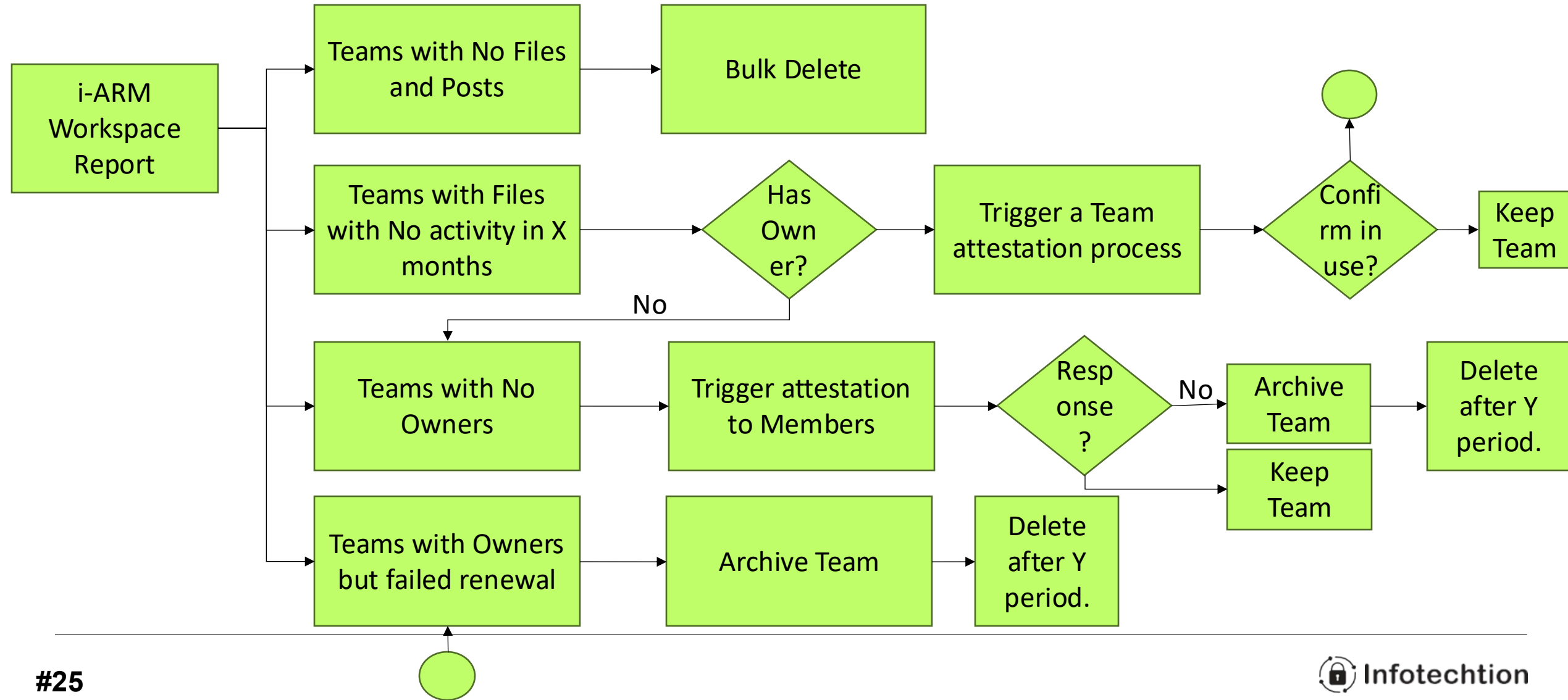
Sites With Less Than 10 Files



Sites
1.499K

View Details

Cleanup Process



Data Governance as a Service (DGaaS)

Microsoft Teams & SharePoint Provisioning

Maintenance Governance & Compliance

- ✓ Enforce naming conventions and lifecycle policies
- ✓ Ensure proper ownership to prevent orphaned Teams/sites
- ✓ Validate provisioning requests for compliance and approval
- ✓ Request based retrofit of existing workspaces with required governance.

Security & Access Management

- ✓ Monitor guest access and external sharing settings
- ✓ Review and fix permissions drift regularly
- ✓ Apply sensitivity labels and enforce security policies
- ✓ Proactive Data Classification and governance posture management
- ✓ Audit Teams and SharePoint access for unauthorized changes

User Experience & Adoption

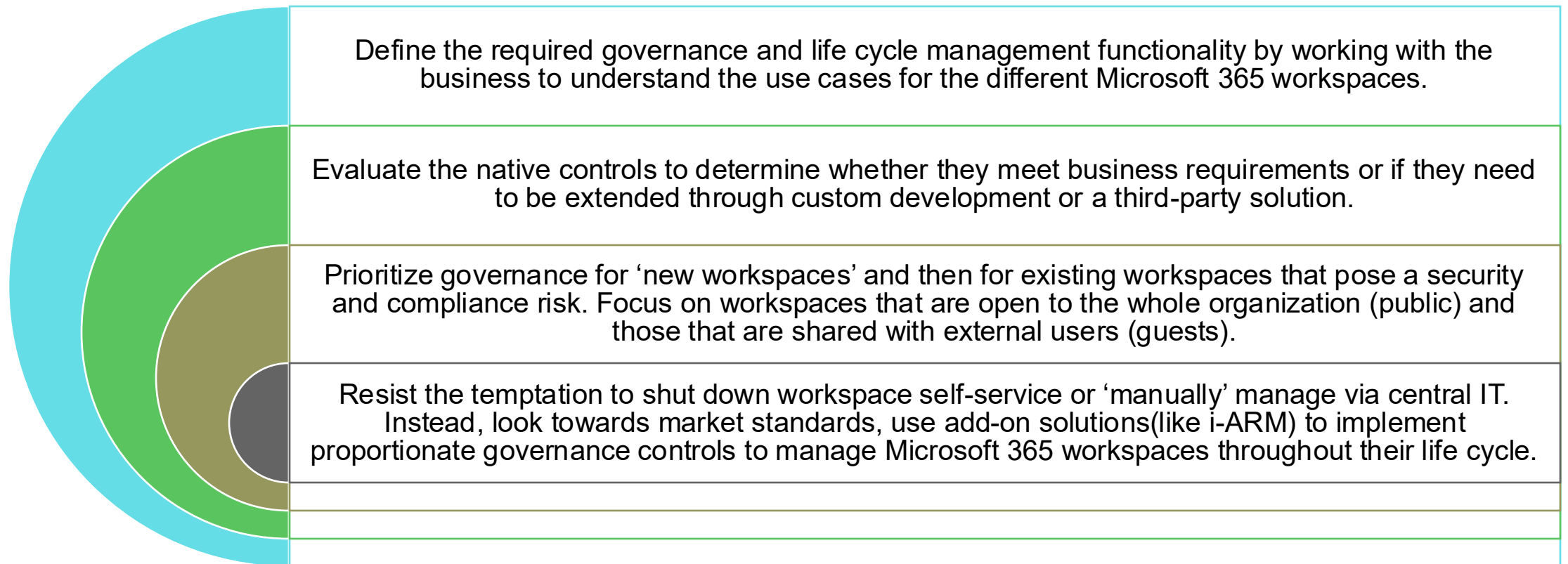
- ✓ Track usage and optimize underutilized Teams/sites
- ✓ Provide user training and improve request processes
- ✓ Align provisioning templates with business needs
- ✓ Gather feedback and enhance user experience

Reporting & Auditing

- ✓ Generate reports on provisioned Teams and SharePoint sites
- ✓ Review audit logs for unusual activity and compliance issues
- ✓ Monitor licensing, retention policies, and data lifecycle
- ✓ Track approval workflows and provisioning success rates

Recommendations

To mitigate risk and to ensure a scalable long-term approach to workspace management, application technical professionals responsible for Microsoft 365 must:





Q&A



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